

FY2023 Community Action Plan

Community Services Block Grant

Michigan Department of Health and Human Services
Bureau of Community Action & Economic Opportunity

Due Dates:

Application and Expenditure Plan: August 26, 2022

Action Plans: October 14, 2022

Logic Models: October 31, 2022



PURPOSE

The Community Action Plan (CAP) serves as a roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty. CSBG funds may be used to support activities that assist low-income families and individuals, homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families by removing obstacles and solving problems that block the achievement of self-sufficiency.

Community Action Plans must adhere to the following federal and state laws:

COMPLIANCE WITH FEDERAL LAW

To comply with the Community Services Block Grant (CSBG) Act, [Public Law 105-285](#), Section 678B (11) eligible entities must complete a CAP, as a condition to receive funding through a Community Services Block Grant. Federal law mandates the eligible entities to include a community-needs assessment in the CAP for the community served.

COMPLIANCE WITH STATE COMMUNITY SERVICES POLICY MANUAL (CSPM)

To comply with Bureau of Community Action and Economic Opportunity's (BCAEO) [CSPM 500 Series](#) pertaining to the Community Services Block Grant Program, Community Action Plans are to be developed using a processes that assess poverty-related needs, available resources, feasible goals and strategies, and that yield program priorities consistent with standards of effectiveness established for the CSBG program. The CAP should identify eligible activities to be funded in the program service areas and the needs that each activity is designed to meet.

COMPLIANCE WITH CSBG ORGANIZATIONAL STANDARDS

As described in the Office of Community Services (OCS) [Information Memorandum \(IM\) #138, dated January 26, 2015](#), CSBG eligible entities will comply with implementation of the Organizational Standards effective January 1, 2016. Additionally, States reported on the development and implementation of the Standards to OCS beginning January 1, 2016.

STATE PLAN AND APPLICATION REQUIREMENTS

As required by the CSBG Act, Public Law 105-285, states are required to submit a state plan as a condition to receive funding. **Information provided in the CAP by eligible entities is included in Michigan's State Plan.**

STATE ACCOUNTABILITY MEASURES

Alongside Organizational Standards, the state will be reporting on [State Accountability Measures](#) in order to ensure accountability and improve program performance. Information provided in the CAP may be used to meet the requirements of the measures.

CSBG ACT PURPOSE AND GOALS

The purpose and goals of the CSBG Act are listed in Section 672

The purposes of this subtitle are—

- (1) to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient (particularly families who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)); and
- (2) to accomplish the goals described in paragraph (1) through—
 - (A) the strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, State, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;
 - (B) the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency;
 - (C) the greater use of innovative and effective community-based approaches to attacking the causes and effects of poverty and of community breakdown;
 - (D) the maximum participation of residents of the low-income communities and members of the groups served by programs assisted through the block grants made under this subtitle to empower such residents and members to respond to the unique problems and needs within their communities; and 42 USC 9901.
 - (E) the broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for—
 - (i) private, religious, charitable, and neighborhood-based organizations; and
 - (ii) individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.



STATE OF MICHIGAN
**Department of
 Health and Human
 Services**

Community Services
Block Grant
Planning Application for
FY 2023

Submission Date: **8/26/2022**

Grant Term: **October 1, 2022 to September 30, 2024**

Submit the CAP electronically to the MDHHS-BCAEO@michigan.gov mailbox.

Use current forms. Documents must be submitted in their original format.

Contract Number: Unique Entity Identifier: Federal ID:

Agency Name:

Agency Address:

Contact Name: Title:

Regarding Plan:

Email: Phone:

Geographic Area to be served:

Certification (Check A, B, or C as appropriate)

A. Approved by the Agency's Governing Board

B. Approved by the Agency's Advisory Board

C. **Will be approved by the Agency's Board on: 9/28/2022**

Authority: PA 230 of 1981

Completion: Mandatory

Penalty: No Funds Released

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, genetic information, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your county.

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization. Per Organizational Performance Standards the Community Assessment, which is part of the CAP, must be formerly accepted by the governing board.

 Board Chairperson

 Date

Tripartite Board Information (*Section 676(b) of the CSBG Act*):

Section 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that **“fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities.”**

Note: Also see CSBG Information Memorandum #82 and CSBG State Plan Section 11

1. Please explain below how the individuals on your board are involved in the decision-making process and how they participate in the development, planning, implementation, and evaluation of programs funded under CSBG to meet the requirements listed above.

NOTE: Please place emphasis on the *low-income individuals* on your board.

Governing Board:

The Washtenaw County Board of Commissioners (BOC) is the governing body for the Washtenaw County Community Action Agency, which is the Office of Community and Economic Development (OCED). OCED maintains a tripartite Community Action Board (CAB) that serves in an advisory capacity to the BOC and to OCED. The BOC is responsible for appointing CAB members, and for approving changes to the CAB bylaws.

Washtenaw County Board of Commissioners	
Website	
District Number	Commissioner
1	Jason Maciejewski
2	Sue Shink
3	Shannon Beeman
4	Caroline Sanders
5	Justin Hodge
6	Ricky Jefferson
7	Andy LaBarre
8	Jason Morgan
9	Katie Scott

Advisory Board (Public Agencies):

The Community Action Board represents the Washtenaw County community on matters pertaining to the causes and conditions of poverty. The CAB also serves as a link between the BOC and the low-income community. Board members advocate on behalf of residents and are active participants at public meetings and throughout the community. OCED staff regularly present information and updates concerning CSBG-funded programs to the CAB, and in response board members provide feedback and suggestions.

Human Services Manager Morghan Boydston continues to guide the CAB through several capacity-building activities to help CAB members set goals to increase their impact within the community and involvement with County programs. The CAB has completed a SWOT (strengths, weaknesses, opportunities, threats) analysis and is currently in the process of determining common priorities and setting specific goals for the board. OCED continues to provide detailed reports to the CAB, and CAB members in turn have increased and improved on the discussion and feedback on OCED programs, community initiatives, and county policies. CAB members from each of the three sectors contribute to planning and evaluation with their knowledge and expertise. When new programs are released, the CAB informs OCED staff on the best ways to distribute information via flyers, online presence, and community relationships. OCED received multiple new grants due to public COVID relief funds and there were several new programs to implement over the last year and a half. The CAB has been involved in decisions about how specific assistance funds are allocated, as well as advising on how to reach various communities and neighborhoods who were at risk of being overlooked during the pandemic.

Community Action Board Members		
Name	Sector	Term
Jason Towler	Private	April 6 th , 2022-Dec 31, 2024
Rhonda Weathers, Vice-Chair	Private	January 1, 2021 - December 31, 2023
Elizabeth Janovic	Private	January 1, 2019 - December 31, 2021
Alyshia Dyer	Private	January 1, 2019 - December 31, 2021
Danyelle Reynolds, Chair	Private	January 1, 2019 - December 31, 2021
Cherisa Allen	Community Representative	January 1, 2020 – December 31, 2022
Mark McBride	Community Representative	January 1, 2020 – December 31, 2022
Juanita House	Community Representative	January 1, 2021 - December 31, 2023
Mary Phillips-Smith	Community Representative	January 1, 2021 - December 31, 2023
Beth Dulka	Community Representative	April 6, 2022-December 31,2023
Trustee Cathryn Howard	Public	January 1, 2022 - December 31, 2024
Trustee Jimmie Wilson, Jr.	Public	January 1, 2021 - December 31, 2023
Council Member Linh Song	Public	January 1, 2021 - December 31, 2023
Comm. Justin Hodge	Public	January 1, 2021 - December 31, 2022
Comm. Ricky Jefferson	Public	January 1, 2021 - December 31, 2022

2. Does your Board have any vacancies over 90 days? Yes No

If Yes, please explain what your agency is doing to fill the vacancy(ies):

-
3. Do all new Board Members receive training within 60 days of joining? (The acknowledgements should be uploaded to appropriate Organizational Standards for documentation)
 Yes No If No, please explain:
4. Do all Board Members sign a Conflict-of-Interest acknowledgement every two years? (The acknowledgements should be uploaded to appropriate Organizational Standards for documentation)
 Yes No If No, please explain:
5. Do all Board members get regular ROMA training? (Board training is required as part of the Organizational Standards and documentation is required to be uploaded. Trainings could be noted in Board Meeting Minutes or under separate cover.)
 Yes No Please explain how/when:

Community Needs Assessment (Section 676(b)(11) of the CSBG Act):

A Community Needs Assessment (CNA) is defined as a comprehensive assessment of community needs and resources as defined in the CSBG Act. **Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.**

1. Date of most current, approved Community Needs Assessment: March 24, 2021
2. Does your agency use a third party to help create your Community Needs Assessment or does your agency create the CNA internally?

The Community Needs Assessment (2020 Opportunity Index) was completed by OCED and the University of Michigan – Poverty Solutions. Multiple partners provided access to data and assisted with analysis/interpretation, including: Ann Arbor Area Transportation Authority; Washtenaw Area Transportation Study (WATS); Washtenaw County Clerk's Office; Washtenaw County GIS; Washtenaw County Health Department; Washtenaw County Juvenile Court; Washtenaw County Mental Health; Washtenaw County Public Defender; Washtenaw County Racial Equity Office; Washtenaw County Sheriff's Office; Washtenaw Intermediate School District The Opportunity Index provided the data side of the Community Needs Assessment. The accompanying survey and report, COVID-19's Impact on Ypsilanti's Residents of Color was produced by the University of Michigan's School of Social Work Center for Equitable Family & Community Well-Being, in partnership with the Family Empowerment Program at Eastern Michigan University and the Washtenaw County Racial Equity Office.

3. As part of the CNA, please explain how the agency collected and included current data specific to the following for the service area? (Check all that apply) *(related to Org Std 3.2)*

Data on Poverty Data on Gender Data on Age Data on Race/Ethnicity

How did you collect this data?

Focus Groups Client Interviews Parent Surveys Questionnaires

Data Sources: ata from partners: Ann Arbor Area Transportation Authority; Washtenaw Area Transportation Study (WATS); Washtenaw County Clerk's Office; Washtenaw County GIS; Washtenaw County Health Department; Washtenaw County Juvenile Court; Washtenaw County Mental Health; Washtenaw County Public Defender; Washtenaw County Racial Equity Office; Washtenaw County Sheriff's Office; Washtenaw Intermediate School District. _

Other: _____ census data _____

4. Describe how your agency collected and analyzed both qualitative and quantitative data on the geographic service area(s) for the CNA? *(Related to Org Std 3.3)*

The CNA was developed in partnership with the University of Michigan’s Poverty Solutions, and data was provided by multiple partners: Washtenaw County Health Department, Ann Arbor Area Transportation Authority, Washtenaw Area Transportation Study (WATS), Washtenaw County Clerk’s Office, Washtenaw County GIS, Washtenaw County Juvenile Court, Washtenaw County Mental Health, Washtenaw County Public Defender, Washtenaw County Racial Equity Office, Washtenaw County Sheriff’s Office, and Washtenaw Intermediate School District. The CNA seeks to use census tract data to inform the opportunity a resident has for upward mobility, given the area they live in. “Opportunity” is based on the ability to choose safe and affordable housing, quality education, gainful employment, transportation, and healthcare. Access to this opportunity and structural privilege is disproportionately distributed in Washtenaw County and varies significantly by census tract. The Opportunity Index is used to inform resource allocation, programming needs and innovation, and drives systematic change efforts in Washtenaw County.

5. From the community assessments, client and community needs studies currently being used by your agency for annual and long-range strategic planning describe, list, summarize and rank emerging needs your agency plans to address (directly or through coordination/linkages):

#	Needs from CNA	Program to Address Need	Summary of Program	If need is not addressed by your agency, choose an option why:
1.	Other	Need to address systemic racism	Administration of human services grant program (with county general funds) providing investment targeted at nonprofits prioritizing low opportunity areas and BIPOC communitie	Choose an item.
2.	Housing Assistance		funding for rent, mortgage, security deposit assistance via Barrier Busters	Choose an item.
3.	Affordable Housing		Administration and investment of HUD funds; countywide affordable housing planning and coordination	Choose an item.

Service Delivery System: (*Section 676(b)(5) of the CSBG Act*)

Describe the OVERALL Service Delivery System for services provided or coordinated with CSBG funds, targeted to low-income families in the state. Please include specific examples.

Describe the agency's service delivery system for services provided with or coordinated with CSBG funds.

Please include:

1. Where do the clients enter into your agency's system? (Check all that apply)

- Main Administrative Office
- Centralized Call Center
- Field Offices/Neighborhood Centers County(ies):
- Mobile Site
- On-line Application
- 2-1-1 Referral
- Other: Barrier Buster agencies

2. Describe the intake process utilized for clients seeking services and assistance.

3. **Barrier Busters direct services:** The Barrier Busters Emergency Unmet Needs Fund program utilizes flexible funding from the County general fund, various other jurisdictions within the County, foundation funds, and CSBG and CARES-CSBG funds. CSBG and CARES-CSBG funding is used for direct client assistance for utilities, mortgage payments, and rental/security deposit assistance. Barrier Buster partner agencies' staff receive background checks and are trained on CSBG intake process. Staff complete intakes with clients via phone or in person when necessary, and receive remote client approval of the intake paperwork if intake occurred remotely. OCED staff review submitted documents and ensure CSBG eligibility prior to releasing funds for assistance.

Location details for HAWC intakes: Housing Access for Washtenaw County (HAWC) is the lead agency for housing assistance and homelessness prevention in Washtenaw County, and is currently being reinvisioned and structured. The new intake process for homelessness prevention assistance will include: 1) an initial phone screening, through a crisis line 2) assessment to complete all necessary paperwork to determine program eligibility and HAWC staff determine eligibility, 3) HAWC staff coordinate with OCED Barrier Buster staff to process application for financial assistance & provide financial relief for eligible households.

Changes due to COVID-19: Intakes and assessments are occurring remotely, via phone and other remote communication methods, as much as possible. CSBG intakes include one of the approved remote forms of client approval of the intake paperwork, per CSPM series 200, 500, and 800.

Senior Nutrition Program (SNP): Interested applicants, family members, and client advocates call OCED and speak with the SNP Program Specialist. The Program Specialist does an initial phone screening to check for eligibility, and the SNP Assessor visits the client's home to verify eligibility and complete the application with them. Occasionally a staff person with one of our partner organizations will visit the home to assist with the application. OCED staff and SNP partner staff

work with clients to determine program eligibility and make assignments to meal programs based on need and location. This is a need-based program, so there are limited eligibility criteria.

Foster Grandparents Program (FGP): The FGP Program Specialist completes an initial phone screening with the applicant, then meets with the applicant to complete the paperwork and look over eligibility documentation with them. A background check is also required for all applicants interested in participating in the Foster Grandparent Program. The FGP Specialist determines eligibility and places the new participant at one of the FGP locations.

3. Identify which counties, if any, in the CSBG service area do not have a neighborhood (county) center and explain how services are delivered to residents of those counties:

OCED serves all of Washtenaw County.

4. How does your agency avoid duplication of services in your service area?

OCED is the lead agency for Washtenaw County Continuum of Care, oversees Barrier Buster's operations, convenes community stakeholders, and funds many community organizations. As a leader and convener in the community, OCED keeps track of program outcomes, new and innovative projects, and partnership opportunities in hopes of finding collaboration opportunities so that resources can be used efficiently and effectively and with very little redundancy.

The Housing Access of Washtenaw County (HAWC) partnership serves as the coordinated entry point for emergency shelters and housing resources and for people experiencing homelessness in Washtenaw County. The partnership's joint memorandum of understanding and release of information encourage case communications, reducing the likelihood of duplicative services.

OCED provides standardized training and technical assistance to Barrier Busters network members, and ongoing case collaboration and referrals. Additionally, a single client management portal (Encompass) ensures de-duplicated count for emergency financial intervention throughout the County, not merely within the Community Action Agency.

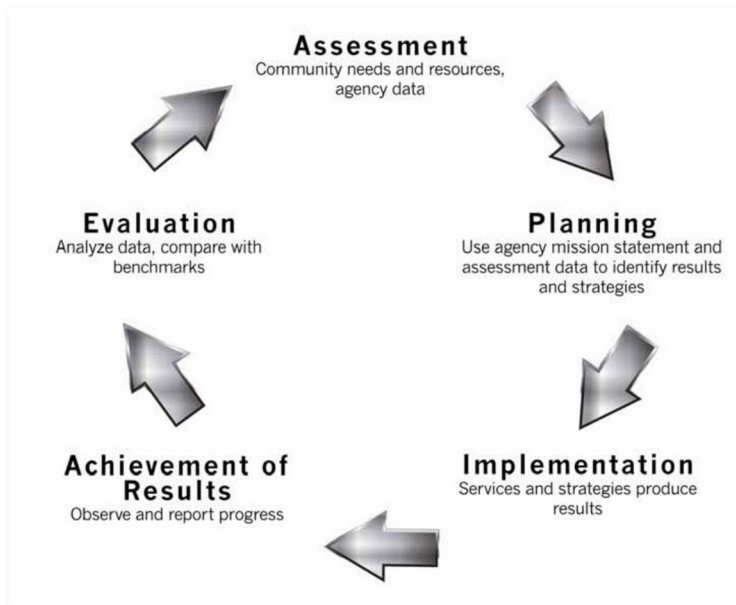
The Barrier Busters monthly professional development meeting provides agencies updates and conducts work groups on solving mutual human service challenges. Housing Access of Washtenaw County, Continuum of Care and related Emergency Solution Grants are all required to have ongoing meetings with housing and homelessness response service providers, in accordance with HUD and MSHDA standards.

These collaborative partnerships with human service agencies allow OCED to actively participate and lead on decision-making that is in the best interest of our clients. OCED manages the Barrier Busters email listserv, which ensures that questions and referrals are dealt with expediently, usually within minutes of the initial email from the service provider. Our leadership of these partnerships allows for effective communication about which organization is the lead agency for certain services, ensuring minimal service duplication in Washtenaw County

5. Does your agency provide case management?

Yes No Other: _____

If yes, how is the service provided? How often do you follow up?



Accountability and Reporting

Requirements: (*Section 678(E) of the CSBG Act*)

Note: Also see CSBG State Plan Section 13

1. Describe how your agency uses the ROMA cycle to improve service delivery.

Assessment:

The agency's community needs assessment, also called the Opportunity Index, is used to inform resource allocation, programming needs, and plan innovative systemic change efforts in Washtenaw County. This tool is based on analysis of 16 indicators

in the categories of health, job access, economic well-being, education and training, and community engagement and stability. The Opportunity Index allows the agency to determine areas of the county where residents have less access to power and opportunity, and also shows the lasting impacts of historical racism and the inequity that continues to this day.

Planning:

The agency's mission statement centers around furthering equity and opportunity for all county residents. The community needs assessment also clearly shows that there is a need for focusing on equity issues, and that programs administered by OCED need to prioritize increasing opportunity for BIPOC communities and certain neighborhoods and areas of the county that have lower scores on the Opportunity Index—these areas consist of most of Ypsilanti as well as some out-county jurisdictions. OCED uses this information to plan programs and partner with agencies that focus on these low-opportunity areas. The direct assistance provided with CSBG funds is targeted in the areas of housing and utility bill payments, as housing burden was identified as an area of high need on the needs assessment. OCED staff review data at least yearly and often monthly to ensure programs are on track to reach service and indicator targets, and adjustments are made to planned logic models for the new program year based on this assessment of prior year's data.

Implementation:

OCED staff receive BCAEO/CSBG policy updates regularly, as they are released, from the lead CSBG program staff at OCED. The CSBG lead also provides training on FACSpro and correct intake procedures. OCED staff regularly monitor the intake process, and there are multiple levels of approvals for every CSBG direct assistance application. The finance team at OCED also provide numerous checks on program implementation and assure that CSBG funds are spent correctly and reported accurately and in a timely manner.

Achievement of Results:

Direct assistance via the Barrier Busters program is tracked in Encompass, a secure online database. OCED staff use this database to pull reports on how funds were used, what services were provided, number and demographics of people served, and many other metrics. Over the last year OCED has released year-end reports and quarterly reports documenting these metrics and the impact the Barrier Busters program has on community residents. These Barrier Busters programmatic reports are also presented to the Community Action Board for review, discussion, and feedback at regular meetings of the CAB. Other programs conduct regular customer satisfaction surveys and assessments, including the Weatherization program, Senior Nutrition Program, and Foster Grandparent Program.

Evaluation:

The reports on numbers and demographics for the Barrier Busters funding are analyzed and used when setting target numbers and formulating logic models for the next program year. The amount of CSBG funding allocated for utility assistance and rental assistance will shift based on how these services and the funding were utilized in the previous program year. The Senior Nutrition Program uses customer satisfaction surveys to get feedback on the quality of service at each SNP provider location, as well as whether clients are happy overall with the quality of food and service provided by the vendor who supplies meals for Senior Cafes and home-delivered meals. In the past, the SNP program has shifted to a new vendor when clients report substandard quality of food and service.

2. Check all that apply:

- Staff, including frontline staff, know what ROMA is and understand the ROMA cycle.
- The Board knows what ROMA is and understands the ROMA cycle
- Management and other staff regularly use ROMA to describe and report outcomes.
- Individual program results are regularly reviewed and compared to targets.
- The CAA reports program outcomes to their Board using the ROMA framework.
- Other:

CSBG Federal Assurances: (*Sections 676(b)(1)(A)&(B) and 676(b)(4) of the CSBG Act*)

Public Law 105-285 establishes programmatic assurances for the State and eligible entities as a condition of receiving CSBG funds.

Note: Because CSBG funds support the CAA as a whole, please include **all** services and programs.

This section will be covered by filling out the Programs and Funding tab in the budget.

Drug and Child Support Services and Referrals: (*Section 678G of the CSBG Act*)

Drug Testing and Rehabilitation: (1) inform participants who test positive for any controlled substances about the availability of treatment or rehabilitation services and refer such participants for appropriate treatment or rehabilitation services.

NOTE: Drug testing is not currently required in Michigan, but this assurance is part of the CSBG Act so is placed here for reference. If Michigan did start requiring drug testing, agencies would be required to refer those who test positive to appropriate treatment and rehabilitation services.

Child Support Services and Referrals: (See CSPM 505)

(1) inform custodial parents in single-parent families that participate in programs, activities or services carried out or provided with CSBG funds about the availability of child support services; and (2) refer eligible parents to the child support offices of State and local governments.

1. How does your agency determine if a participant is a custodial parent in a single-parent family?

This information is collected from the client upon initial intake

2. If a participant is a custodial parent in a single-parent family, how does the agency inform and refer them to child support offices?

For any client who is a custodial parent in a single-parent family, intake staff provides contact information for the child support service offices. Staff also ask the participant if they would like a copy of the Child Support Services brochure, and if they have additional questions, staff refer them to child support offices for more information.

Linkages: (Section 676(b)(3)(B) of the CSBG Act and State Accountability Measure 7Sa)

Gaps in services are needs (for services or assistance) of low-income persons that have not been met or is not being sufficiently met by either the CAA or other service providers, usually due to lack of staff, funding, or resources. The gaps in services may correspond to the Top Three Needs in the Community Needs Assessment and/or can also be identified by the CAA or a coordinating organization. Describe how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations.

Note: CSBG State Plan Section 9

1. Identify, by county, the gaps in services which exist according to your latest data:

There is a consistent lack of affordable housing and need for housing assistance in Washtenaw County. Systemic racism and equity issues continue to be pervasive problems that further the cycle of poverty for people of color

2. How were gaps in service identified (Check all that apply)

- Community Needs Assessment
- Customer Surveys
- Focus Group
- Anecdotal information from customers, partner agencies, etc.
- Other

3. Explain how your agency plans to meet these unmet needs or coordinate services and funding with other organizations.

OCED continues to partner with community agencies such as the Washtenaw Housing Alliance, homelessness providers, and Housing developers to identify funding opportunities to support new and affordable housing construction.

4. Explain any gaps in service that your agency does not plan on addressing or coordinating services to meet the unmet needs this fiscal year.

n/a

5. What is the reason behind not meeting those gaps identified in question 4?

- Federal Rules
- State Rules

- Lack of Funding
- Lack of resources, staff, etc.
- Other

Please provide a narrative if needed

Coordination & Collaboration: (*Sections 676(b)(9) and 676(b)(3)(C) of the CSBG Act and State Accountability Measure 7Sa*)

It is a requirement of the CSBG Act that CAAs explain how they will coordinate funds/services by collaborating and partnering with other public and private organizations, including faith-based organizations, charitable groups, and community organizations. This information must be entered into FACSPRO, which rolls up into the CSBG Annual report – see your system admin.

Note: Also see CSBG State Plan Section 7

1. Please explain **how** your agency will coordinate services with other organizations within your geographical service area.

OCED partners and collaborates with community organizations to leverage resources, funds, and direct service delivery, working to meet the basic needs of county residents. OCED serves as a lead agency in partner collaborations such as Barrier Busters, Continuum of Care Homelessness service coordination, a new human services grant funding program, and many others. One example of service coordination with faith-based and nonprofit organizations is the Winter Warming Centers operated by Shelter Association of Washtenaw County (SAWC). OCED provides funding, planning and administrative support to ensure emergency shelter response efforts throughout the coldest months of the year, between November and March. Ann Arbor’s main shelter has expanded capacity during this time, with additional warming centers at various churches, so that individuals experiencing homelessness can access warm shelter at night

2. Please provide your agency’s sustainability plan to leverage other funding sources and increase programmatic and/or organizational capacity.

Each CSBG dollar builds capacity across our programs and leverages funds including federal, state, and local revenue, as well as charitable donations, program income, and in kind contributions. CSBG and CARES CSBG funds have helped us to continue assisting low-income members of the community with our COVID response efforts through Barrier Busters direct assistance programming. There is a significant amount of additional funds that have been allocated from city governments, organizations, foundations, etc. in response to the pandemic, and CSBG funds make it possible to keep supporting this work and ensuring that funds assist those most in need. OCED will continue to seek out all available funding to support ongoing programming.

3. Public Resources – has your agency entered their public partnerships, affiliations, MOUs and Formal Agreements into FACSPRO?

Yes

No

If no, why not?

4. Private Resources - has your agency entered their private partnerships, affiliations, MOUs and Formal Agreements into FACSPRO?

Yes

No

If no, why not?

Coordination with Employment & Training (E&T) Activities: (*Section 676(b)(5) of the CSBG Act*)

If the agency provides E&T activities with Workforce Investment Act funds, the agency must describe how it will coordinate the provision of employment and training activities in communities with entities providing activities through statewide and local workforce investment systems. If the agency provides supportive services to Work First or Welfare-to-Work program participants with non-Workforce Investment Act funds, describe the services provided.

Note: Also see CSBG State Plan Section 8

The CSBG Act, Sec. 676 (b)(5) requires that CAAs coordinate the provision of employment and training activities with Workforce Investment Act programs. The Workforce Innovation and Opportunity Act (WIOA), which was signed into law on July 22, 2014, supersedes the Workforce Investment Act of 1998 (WIA).

WIOA requires priority be given to public benefits recipients, other low-income individuals, and individuals who are basic skills deficient when providing career and training services using WIOA Title I Adult funds.

1. How does the agency coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, with entities providing activities through statewide and local workforce development systems under such Act?

Washtenaw County Michigan Works! is a part of the Southeast Michigan Consortium for a Regional Workforce Program. The updated Urban Cooperation Act (Public Act [PA] 7) agreement established the Southeast Michigan Consortium for a Regional Workforce Program in 2018. The counties of Jackson, Lenawee, Hillsdale, Washtenaw, Livingston and Monroe have merged to provide workforce service delivery and management in the Southeast Michigan region (also known as Region 9 under the state's Regional Prosperity Initiative). Additionally, OCED partners with Michigan Works! for the SummerWorks Youth Employment program, a ten-week employment & mentorship program for youth ages 16-24. OCED provides administrative support processing payroll for participating organizations employing youths for the summer, in addition to participating in program planning and coordination.

2. Please check which one(s) applies:

- The agency is part of a **One-stop delivery system** or **One-stop system**, which is used to refer to the system of partners, operations, and centers described below. In other words, it is the set of entities and operations that provide the on-the-ground services that are the core of the WIOA.

If the box above is checked, please check your role below:

- The agency is a **One-stop partner**, which is an entity that is either required or chosen to participate in the one-stop system.
 - The agency is a **One-stop operator**, which is an entity that receives WIOA funds to operate the one-stop centers.
 - The agency operates a **One-stop center**, which is the physical location where the services are provided.
 - Other, please explain:
- The agency is **NOT** part of a One-stop delivery system.

Specific Assistance to Individuals:

Specific Assistance is anything of monetary value that is given to the client, such as training stipends, payments on behalf of clients to vendors, payments to clients, clothing, transportation (including bus passes/tokens and gas cards), food, shelter, medical care, etc.

Specific Assistance programs require an eligibility component requirement for income.

Please list the Agency’s **CSBG-funded** Specific Assistance below. If specific assistance will be provided, it should also be listed in the budget on the Specific Assistance page.

1. All **CSBG-funded** Specific Assistance must be entered in the statewide database. Please include the CSBG Program Title, the Database Program Name, and the Database System Name below:

Program Title	Agency Program Name in the Database	System Name in the Database
<i>ACME CSBG Homeless Prevention</i>	<i>CSBG</i>	<i>ACME CSBG Homeless Prevention</i>
n/a		

2. If **CSBG-funded** Specific Assistance is provided in the form of non-cash awards such as tokens, gift cards, bus passes, food baskets, etc., please describe the program below. Include how the client acknowledges receipt of these items. *(Agencies should have a tracking mechanism in place for non-cash awards uploaded into the client file).*

n/a

3. How is the funding tracked in the statewide database? *(Is AwardPro used? It should be if FACSPRO is used. Are Vouchers uploaded into the client file? If AwardPro is not used, how does agency document awards?)*

n/a

4. Have these services been added to the 2-1-1 database?

Yes

No

If no, why not?

Public Hearing/Public Comment Period:

A summary of the agency’s proposed plan must be published and made available locally for review and comment by officials and other residents within the service area. The agency shall conduct at least one public hearing or provide for a public comment period prior to the agreement begin date.

1. The agency has made (or will make) the plan available for review using the following process:

- Public Hearing**
Date of Public Hearing was/will be:
Place of Public Hearing was/will be:

Public Comment Period

Inclusive Dates for Comment: August 29-September 14,2022

2. When and where was/will be the Notice(s) published or posted? List the date(s) and location(s) below

Date	Location (name of newspaper, website, or public place posted)
8/29-9/14/22	On Washtenaw county website (with press release/email to notify community when it’s posted)
8/29-9/14/22	In front lobby of OCED office

***Submit a pdf copy of proof of the published notice(s) with this application.**

Community Initiatives:

1. Please list the names of all agency Community Initiatives or projects, including those that are not included in any reporting or where you are part of a larger collaboration.

n/a

2. Are you reporting any Community Initiatives in currently approved statewide database?

Yes

No

If no, why not?

Income Eligibility Exceptions: Please explain if your agency has any programs that use the income eligibility exception listed in CSPM 502. **Please note that the CSBG FPL returns to 125% October 1, 2022.**

Note: CSBG State Plan Section 12

1. Name of program: n/a
2. Service Area: n/a
3. Reason for eligibility determination exclusion (See 502): n/a
4. Proof that the clients will be predominantly income-eligible: n/a

New Programs (Optional): Please answer the following questions for any new programs

1. Name of Program: n/a
2. How does your Community Needs Assessment Support this initiative? (How is it helping the community?):
3. How did you choose this group or initiative?
4. How does this meet one of the CSBG Assurances (Section 676(b)(1) of the act)?
5. How is this helping move clients out of poverty?
6. How will you determine eligibility?
7. Are there any possible conflicts of interests with CAA staff or board members?
8. What is the breakdown of the cost?
9. If this is a subcontract, how will you monitor funds?

AGENCY DATA - Action Plan Templates/Logic Models/Annual Report:

Action Plan Templates, Logic Models and the Annual Report should be completed for the new fiscal year.

1. Will you be reviewing all agency Action Plan Templates and making any needed corrections for the FY23 Logic Models? (*Action Plan Template Ad Hoc reports may be requested from the FACSPRO Helpdesk*)

NOTE: Action Plan Templates will be updated/created, per request, by October 14, 2022. **Logic Models must be created by October 31, 2022.**

Yes No If no, why not?

2. Are there any new Action Plan Templates that must be created for new programs?

Yes No If yes, what program?

3. How (and how often) do you analyze your program data to create the projected numbers for your logic models?

We pull an ad hoc report in FACSPRO approximately 4-5 times a year to see the number of individuals and families served to ensure our logic models are accurate and that we are on track to serve the target number of participants. Meetings with program leads (for SNP program, FGP program, etc.) occur once per year to update projections for logic models that will require mass entry.

4. Has a new Annual Report been created in FACSPRO for this fiscal year? (See CSBG Annual Report Guide for Instructions.) This should be completed as part of this plan.

Yes No If no, why not?

5. Do you track volunteer hours using FACSPRO?

Yes No If no, why not?

How do you determine if the client is a low-income volunteer?

The FGP program coordinator verifies income of FGP volunteers. FGP program volunteer hours are tracked in FACSPRO

6. Do you track Staff and Board training using FACSPRO?

Yes No If no, why not?

7. If you mass enter information into FACSPRO for some programs, explain how (and when) you gather and report the data in FACSPRO to roll up into the Annual Report. If it is only annually, please also explain why.

Program numbers are requested annually from program leads, before the CSBG annual report is completed. The numbers are collected annually because this is the best way to ensure an accurate count for mass entered program numbers.

8. Do you have an internal tracking system to determine unduplicated counts for programs that do not use FACSPRO for intake?

Yes No If yes, please explain?

CSBG Impact: It is critically important that those who support community action agencies, especially our funders, understand how CSBG programs impact individuals and families in the community.

1. Describe your agency's method to track clients that move out of poverty.

no

2. Describe the changes being made to address social and racial inequities in your service area.

WCOCED bases programmatic and funding decisions partly on the Opportunity Index, which helps illustrate the areas of Washtenaw County that have been drastically underfunded and where a majority of the residents are from BIPOC communities. In the past, through the Coordinated Funding grant program, and now through the new Human Services Funding Partnership, we prioritize funding agencies who serve a significant number in the 48197/98 zip codes (lower opportunity score areas) and who focus on aiding people of color with their programs, and who are lead by BIPOC leaders.

3. Describe your agency's process to effectively respond to an immediate/emergency community need.

The Barrier Busters program is designed to meet emergency needs of residents. Especially for more flexible county general funds, the intake process is very fast, and the payment can be sent to the landlord or utility company often within 24 hours of the client's request for assistance.

4. Describe your agency's impact of work in the community and the data that supports it.

as the Housing Management Information System (HMIS) lead for the Washtenaw Continuum of Care (CoC), OCED tracks those who are experiencing homelessness or housing insecurity in the HMIS database. Using that data we have determined that the amount of days someone has experienced homelessness has decreased by 9%. This cannot be tied solely to the work of OCED but also considers the partnership with community and other providers.